

Job Title:	Veterinary Technician
Job Description Number:	415
Department/Division:	Parks & Recreation/Zoo
Exemption Status:	Nonexempt
Pay Grade:	210
Immediate Supervisor:	Deputy Administrator for Animal Health
Normal Work Schedule:	Sun-Thurs, 8 hours/day

Brief Description of the Job:

Provide technical and medical support of animals, maintain facility, equipment, records and supplies, assist with surgeries, treatments, radiology, perform lab tests, assist with neonates, hospitalized and quarantined care. Communicate animal medications and care instructions for animals under medical care to the keepers. Routinely check the functionality of medical/lab equipment. Oversee the care of animals that are in the clinic, maintain a clean and as sterile of an environment as possible in the clinic and treatment/surgery areas; update and enter information into the MedARKS program; ensure that supplies have been ordered and the clinic is stocked with needed materials. Help to keep up with the medical budget. Fill all prescriptions for the animals. Coordinate volunteers or shadow opportunities in the vet clinic. Responsible for entering animal data into MedARKs and ARKS software programs.

Essential Functions:

Assist with animal care and procedures (33.34%): Care for animal in treatment, quarantine or temporary holding (cleaning, feeding, medicating, diagnostics), assist vet during rounds, routine and emergency exams, perform dentals, monitor anesthesia, place IV catheters, perform venipuncture for blood collection, obtain samples for diagnostics, set up IV fluids, monitor ECG, obtain radiographs, administer medications PO, IV, IM, SQ; if exam cannot be performed in clinic transfer all needed equipment to exam site. Fill prescriptions and dispense and educate zookeepers of medications, follow up with animal status post-procedures with zookeepers, act as a liaison between keepers and veterinarian when vet is absent, provide appropriate enrichment to patients in hospital/quarantine.

Clerical Duties (33.33%): Maintain MedARKS records, , keep records of: birth control, radiology, and dosimetry badges, ultrasound machine maintenance, MSDS, fecal identification sheets and update annual exams; contact local vet hospital, other zoos and sales representatives for information, maintain necropsy log and sanitation records of their disposal; prepare and send samples for diagnostics; enter lab work, anesthesia, biopsies, prescription, clinical notes and fecal examination results into computer system; maintain written logs of all procedures.

Maintain clinic/supplies/equipment (33.33%): Sweep, mop, dust, scrub, disinfect, wipe down cabinets, sinks and toilet on daily/weekly basis for all areas of hospital (office, lab, treatment/surgery, hospitalized cages (indoor/outdoor runs), bathroom, 2 storage rooms, necropsy room and quarantine cages (indoor/outdoor runs) as well as the outside of the building; ensure that all medications are in date and order all supplies necessary for the clinic to function; maintain equipment and test/calibrate all

equipment in hospital and contact appropriate companies with any complications and file in corresponding log.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

Physical Demands: Continuously requires standing, walking, using vision and hearing, and talking. Frequently requires fine dexterity, lifting, reaching, and climbing. Occasionally requires carrying, sitting, handling, kneeling, crawling, pushing/pulling, balancing, bending, and crouching.

Machines, Tools, Equipment, and Work Aids: X-ray machine, ultrasound machine, dental cleaning machine, anesthesia machine, ECG machine, multiple scales, microscope, centrifuge, autoclave, refractometer, IV fluid pump, telephone, and calculator.

Computer Equipment and Software: Computer, printer, fax machine, and occasionally a laminator.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Weekly exposure to respiratory hazards. Monthly exposure to noise and vibration and physical hazards. Seasonal exposure to extreme temperatures and wetness and/or humidity.

Health and Safety: Constant exposure to communicable diseases. Frequent exposure to physical danger or abuse. Occasional exposure to chemical hazards. Rare exposure to mechanical hazards, electrical hazards, fire hazards, and explosives.

Primary Work Location: Zoo hospital.

Protective Equipment Required: safety glasses, face masks, latex gloves, cloth apron, lead apron, steel toe shoes, shoe covers, and cat gloves. Designated PPEs for specific areas and activities within the zoo.

Non-Physical Demands

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires time pressures, emergency situations, and noisy/distracting environment. Rarely requires irregular schedule/overtime and frequent change of tasks.

Job Requirements

Formal Education: Two year Associate's degree or equivalent in Veterinary Technology is required.

Experience: Over one year of experience in a veterinary clinic working with exotic animals or mixed animal species is required. Preference will be given to candidates who have worked in a zoological facility.

Driver's License Required: Class D South Carolina Driver's license.

Certifications and Other Requirements: Veterinary Technician license issued by the South Carolina Department of Labor, Licensing, and Regulation (or have equivalent experience in a related working environment).

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include vendors, suppliers, and DHEC. Internal contacts include Building Services, IT and other City Departments/Divisions.

Management and Supervision: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling. Semi-complex level of supervision.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. **Moderate impact of action:** Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.